

Madison County Library Board of Trustees  
January 18, 2011 4:30 PM

Approved (w/ noted addition)  
4/14/2011

Present: Mike Moak, George Nale, Gene Lurwig, Otelyer Byrd, Pat Herndon, Victor Johnson, Karen Harrison, Kathryn Ames, Donna Brumby, Suzie DeGrasse. Margie Richards not present.

#### Chairman Report

The minutes from the October 14, 2010 meeting were presented and reviewed. A motion was made to approve the minutes by Otelyer Byrd and seconded by Karen Harrison.

#### Branch Manager Report

The branch manager's report is attached.

#### Regional Report

Kathryn Ames, Regional Director, reported that requests for e-books have gone up and statewide funding has been requested. At the time of this meeting e-books were not available through Georgia Download Destination, the downloadable book website, but have since become available. Mrs. Ames would also like to see e-book readers added to the circulating collection at some point in the future.

The budget operates on a calendar year and for 2010 we are within range. Some areas were over-budget, such as travel and telephone, but both will be offset by additional funding from the Friends of the Library and the state "e-rate", respectively.

Any line item expense can be expanded and elucidated by the Regional System's accountant upon request.

The reserve continues to be healthy and it is possible that it can be utilized if bids for construction come in over-budget. The possibility of not purchasing replacement chairs for the new auditorium was brought up as a money saving measure.

Mrs. Ames stated that an appointment needed to be set up with the Chairman of the Madison County Board of Commissioners regarding the SPLOST funds pledged by the county for the construction. The state needs to be provided with proof that the county has the funds available. Discussion needs to occur regarding handling invoices. All state funds will go through Athens and all funding and expenses need to be accounted for.

The invitation to bid letter was distributed to the board members and reviewed. There will be a pre-bid meeting held at the library on January 28, 2011, at which the plans will be presented for viewing and the architects from Ponder & Ponder will be available to answer questions. The deadline for receiving bids will be February 17, 2011. At that time the architects will analyze each bid and will determine who the lowest qualified bidder is. If the lowest qualified bid is still over budget, the Ponders are required to do what is necessary to get it at or under budget. All money allocated for the construction needs to be spent and the Board of Trustees will make the determination how to spend any remaining funds. Attendance by the Board of Trustees is not mandatory at either meeting.

Library Legislative Day will be held February 14, 2011. The Governor has recommended a 9% reduction in funding to the Board of Regents, which is the funding agency of the state library system. Mrs. Ames requested that any attendees of the Library Legislative Day bring the needs for an increase in the materials budget to .10 per capita and an expansion of the downloadable book and e-book format.

The Varsity Hot Dog Day will be held January 27, 2011. Mrs. Ames will be attending with a delegation from the Royston branch library as they were taken off the state construction funding list, and it is imperative that they receive reinstatement.

The Athens Clarke County Library will soon be going out for bids on their own construction project.

In May the Oconee County Library will be hosting a Library Trustee workshop. The featured speaker will be Lyn Hopper, the author of the *Tools For Trustees* manual.

The Friends of the Library General Meeting will be held on Sunday, January 23<sup>rd</sup> at 3 PM. Dorinda Dallmeyer, editor of *Bartram's Legacy*, will present a program.

#### Committee Reports- Building and Grounds

It was brought to the Board's attention that both the cleaning and grounds maintenance contracts have expired. Copies of each will be provided to the board chairman and it is possible we may need to go out for bid on both.

#### Gifts

A gift of \$100 was made to the library gift fund by Betty Sweeny to purchase new audiobooks.

#### Old Business

There is still one vacancy on the board and suggestions were requested for possible new members.

#### New Business

Victor Johnson requested that the Madison County Master Gardeners be contacted prior to the removal/relocation of the Liberty Garden during the construction process. He offered that the Master Gardeners would be able to <sup>help</sup> prepare the area and save as much of the topsoil and fencing.

The issue of the current "named rooms" in the library was brought up. We currently have two rooms, The Berthine and Hiram Whitehead Room and the Thomas Converse Haygood Room. While the rooms themselves will be repurposed in the new construction, the plaques and allocation of space need to be addressed and relocated. This decision lies with the board.

The Friends of the Library need to be approached regarding the sale of engraved pavers for a proposed 'Reading Garden'. Discussion on the different sizes and the cost for each needs to take place. It was decided to consult the caretakers of the Madison County Veterans Garden in regards to pavers used and engraving methods. The plans for the garden itself also need to be viewed so the board is aware of what the design and implementation is. Victor Johnson recommended either Harry Rice or Joanne Mallonee as contacts for further information.

In closing, Mrs. Ames asked the board to write letters to legislators Frank Ginn and Alan Powell to request reinstatement of funding for libraries and especially for the Royston library construction.

Former Senator Ralph Hudgens was recognized for his valuable contributions and concerted effort in allocating the funding for the Madison County Library expansion.

A called meeting of the Board of Trustees must be scheduled to accept the recommendation of the architects' choice of bidder. This meeting must occur before the next meeting on April 14<sup>th</sup>, 2011.

Called meeting of the Madison County Library Board of Trustees regarding approval of Salloum as lowest qualified bidder on the construction and renovation project  
February 22, 2011

The meeting was called to order at 5 PM.

Present: Kathryn Ames, Alan Lapczynski, George Nale, Pat Herndon, Victor Johnson, Gene Lurwig, Suzanne DeGrasse.

Absent: Mike Moak, Karen Harrison, Otelyer Byrd, Margie Richards (contacted by telephone)

Bidding report: The lowest bid will bring us to budget, excluding the contingency amount. This is not a recommended state. Salloum is evaluating the plan to see if there is some way to shave off some of the amount to set aside for contingency. That action is termed 'value engineering'. Possibility Construction was removed from the qualified bidders list because they did not provide an audited financial statement. According to the SPLOST attorneys, this is a legal cause.

Funding Report: Construction costs should be adequately met without having to use the \$20,000+ in the Jere Ayers CD. There is also a \$10,000+ CD as well as the reserve which will be used only as a last resort.

The Friends of the Madison County Library will hopefully contribute.

84 brick pavers have been included in the plans. These can be sold at \$100 or \$50 and be engraved in honor of the donor.

A quorum was not physically present so Margie Richard was contacted by telephone to vote on accepting the bid from Salloum Construction and rejecting the bid from Possibility. Pat Herndon made the motion to accept the Salloum bid, Gene Lurwig seconded and all were in favor.

Additional discussion: Several "Add Alternates" were brought up as being particularly necessary. These included increasing the efficiency of the HVAC to a compromise of 18 seer, and the need for asphalt and resultant sealing.

Victor Johnson made the motion to adjourn and all were in favor.

Submitted by Suzanne DeGrasse

approved 7/14/11

Madison County Library Board of Trustees  
April 14, 2011, 4:30 PM

In attendance: Gene Lurwig, Margie Richards, Karen Harrison, Kathryn Ames, Otelyer Byrd, Mike Moak, Pat Herndon, George Nale, Suzanne DeGrasse, Donna Brumby, Victor Johnson, and guests Sara Carter and Debbie Lester from the Friends of the Madison County Library.

The minutes from the January 18 and February 22 meetings were reviewed and approved.

#### Reports

Chairman Mike Moak

The contract for the construction and renovation of the library has been signed. The board has met with the contractors, subcontractors and architects. The architects, Ponder and Ponder and the construction firm, Salloum, have done a great job and are very prepared.

The list of subcontractors and the schedule of activity was passed out.

Construction is planned to start on April 18 and finish on December 5.

Furnishings will arrive after that date and the Grand Opening is scheduled for February 14, 2012.

There was discussion concerning details such as construction presence in the parking lot, location of utilities, and expectations of contractors. There was also discussion on the reorientation of the book drops, the digging of a retention pond, the erection of silt fences and the location and moving of the topsoil in the garden area.

The board was requested to keep the first Tuesday of the month flexibly scheduled for possible meetings with the architects, contractors and subcontractors.

In regards to change orders and substitutions, Carmen Ponder stated that there must be "compelling reasons" at this point. The Board must review all change orders.

There was discussion on what the staff needs to be doing in preparation for the construction. Most of that has already been done.

Library Branch manager Suzanne DeGrasse  
Report attached

Library System Director Kathryn Ames

We are at 25% of the fiscal year and the budget reflects that.

There is \$23,293.79 in a CD held by the Board, as well as the \$44,376.43 in the reserve account. The reserve can be used at the board's discretion for additional needs such as a security system, new computers, etc.

On May 12 there will be a workshop at the Watkinsville library for Library Board Trustees. Online registration is open now and all board members are encouraged to attend.

The state legislature has removed the Royston library from the construction list. The total budget reduction is 13.58%. This translates to \$120,000 being removed from the Regional budget. The book budget is .10 per capita and cannot be cut anything further- the funds must be taken from somewhere else. It is recommended that a finance committee be formed within the library board.

The Friends of the Library were thanked for making up the difference in the materials budget reduction. The \$120,000 that needs to be cut affects the Summer Reading Program, insurance, technological materials, office supplies and the interlibrary courier. The building project will be completed but funds will not be available to fill the shelves.

In a related note, Donna Brumby of Regional Services reported on the upcoming WebEx meeting for branch managers. This is a virtual meeting, using computers, web cams and

headsets. The virtual meetings will be held in place of in-person conferences and meetings, thus saving money. Regarding insurance of materials, Salloum and their subcontractors provide security and insurance.

#### Friends of the Library

*President Debbie Lester and Treasurer Sara Carter were present and contributed to Victor Johnson's report.*

The General meeting of the Friends will be held May 1<sup>st</sup> and the speaker will be Philip Juras. Mr Juras is a 'Southern Landscape' painter whose work was used in the recently published "Bartram's Living Legacy". The editor of the book, Madison County resident Dorinda Dallmeyer, spoke at the Friends last general meeting.

There is \$487 in a Friends of the Library Building Fund which was earmarked by the donors for the purchase of memorial bricks. The Friends have considered selling engraved bricks at \$40 each. It costs \$25 for the Friends to purchase, engrave and place each brick. It was mentioned that the county is selling bricks for the bicentennial and would prefer if the Friends did not provide competition.

#### Buildings and Grounds

Both the landscape and cleaning contracts will need to be updated as the size of the interior and the landscaping of the exterior will be modified. Both contracts have expired but have been annually renewed. Mike Moak will look into the contracts.

#### Finance

No report

#### Personnel

No report

#### Gifts

The Friends of the Library gave the library \$7000 in January.

#### Other business

The library has applied for a Rural Development Grant with the help of the Madison County Board of Commissioners and the commissioner's office staff. This is a \$50,000 grant which would be used to purchase new computer and technology equipment for the library. In order to fulfill the grant requirements, the library must show that the funds are being used for job training and workforce development.

There is one vacant trustee seat and that will increase to two on July 1<sup>st</sup>. There are still enough members to maintain a quorum but the board would like those seats filled.

Margie Richards will end her second term on June 30, 2011. George Nale will end his first term but has agreed to continue for a second term.

The meeting was adjourned at 5:40 pm after a motion and second by Victor Johnson and Gene Lurwig.



approved 10/13/11

Minutes = July 14, 2011 4:30 PM

Madison County Library General Purpose Room

Attendees: Mike Moak, Pat Hearndon, George Nale, Donna Brumby(ARLS), Kathryn Ames (ARLS), Otelier<sup>Otelier</sup> Byrd, Ramona Booth, Karen Harrison, Victor Johnson, Calvin Ward. Victor John appointed to collect the minutes.

Chairman Moak - Two walkthrough inspections with the contractor/architect on Building to date. Appears there has been a problem with getting water to code for the sprinkler system. Will result in an additional \$30K cost to the construction cost.

Approve the 4-14 minutes as presented – Motion by George Nale, second by Pat Hearndon. (PU)

Trustee Johnson – The Garden shed at the victory garden needs to be rotated 90 degrees. Currently facing a 2 foot drop and creates a risk for accessing the shed.

George Nale nominates Ramona Booth for the Vacant Trustee seat. (PU)

Chair Report – Payment to construction is being made on time. Construction will be on ahead of schedule by next month. George Nale – the \$20K CD is now valued at \$23373.70. On 6-17-11 it expires July 20 - Motion to renew it for 6 Months – V.Johnson. (PU)

Karen Harrison moved to accept Calvin Ward in Vacant Trustee Board Seat. (PU)

Regional Director – Kathryn Ames – 50% through the fiscal Year we're at 49.83% revenue, 45.46 Expenditures. \$7000 in Gifts, \$487 in building fund, \$10K CD (996 in Interest). Must hold one month of operating expenses in reserve per State Auditor. Building revenues \$2,100,000. The state has not been invoiced yet. To date \$95,810 spent on the Architect cost. Furniture will come from the State Bid contract(except Front Desk) so there is the likelihood this will be under budget.

Circulation and attendance is down a bit due to construction. It is anticipated that both should double when the new addition opens.

Karen and Otelier attended Trustee Training with Lynn Hopper in May. This cover Duties of the board and included sections on Money to operate the library, Funding, Advocacy, planning, Evaluation of the Regional Director and leadership.

The State Grant has fallen from \$0.60 to \$0.12 / capita in the last three years

Donna Brumby – Summer Reading Program. Some segments are held at the Senior Center. Friends of the Library has supplemented the budget for some special projects.

Branch Manager Report – Tabled

Friends of the Library Report – K Ames hopes the compact shelving can be disassembled when the friends room is ready. Gene Lurwig will provide a trailer to transport the shelving. Colbert 4<sup>th</sup> of July booth was staffed by Moaks and Sara Carter.

Building and Grounds. Vivian Dorsey, Cleaning Crew to evaluate new bids when construction is done. Chairman Moak Left messages for Billy Angel. Landscaping has been disrupted by Construction.

Finance – Geo Nale discussed the CD

Personnel - Some Positions have been re-staffed

Gifts – No Gifts or special Projects

Building Schedule – Reviewed. The Slabs on front are poured. Running behind on walls but will catch up.

New Business - Grant for Appalachian Libraries ARC for software packages underwritten by Microsoft. Motion to submit the application V Johnson (PU)

HVAC alternate to replace the old system for better efficiency. \$14800 add alternate – Motion by G Nale (PU)

Fire Pump needed because of low pressure. \$20K/\$30K Estimate if the next pressure test on the waterline is low.

Chairman Moak will e-mail field reports to Trustees #3 Project report and site report to b Board. Asked all Trustees to be flexible to meet as called. Thanked Trustees for support.

Ramona Booth's e-mail [boothramona@yahoo.com](mailto:boothramona@yahoo.com)

Next Reg Meeting meeting Oct 13.

Adjourn 4:30

## **Madison County Library Board of Trustees**

Called Meeting  
August 30, 2011

Present: Mike Moak, Kathryn Ames (ARLS), Gene Lurwig, Pat Hearndon, George Nale, Ramona Booth, Victor Johnson, Karen Harrison, Alan Lapczynski (Madison County Govt), Sara Carter (Friends of the Library), Ann Davis (Friends of the Library), Travis Rhoads (Ponder & Ponder)

Chairman Mike Moak called the meeting to order at 10 am, with several construction-related items to be considered.

### **Water Sourcing/Fire Pump for sprinkler system change order**

Travis Rhoads reported on two options to consider in light of the drop in water pressure from the city water supply so that the state fire marshal will grant approval of the design. One option allows for the addition of a fire pump and storage tank, requiring modification to the building interior to create space for the pump as well as site changes to provide space for the storage tank. Estimated cost for this option would be \$76,000, along with yearly maintenance and other expenses. The second option would involve tying into the county water supply line at a rough estimate of \$50,000.

George Nale moved to pursue the county option. The motion was seconded by Pat Hearndon and passed. Victor Johnson abstained, as he represents the Madison County Industrial Authority. Mike will draft a letter to the Authority to be presented at their upcoming meeting and will include a request for the county to consider running the line at no expense to the library.

### **Fire Alarm**

Kathryn Ames reported the company providing the new fire alarm system is offering to monitor the new system at no charge for the duration of construction, but emergency contact information is needed. Alan Lapczynski agreed to serve as the contact person. George Nale moved to designate Alan as the contact person. Victor Johnson seconded the motion, which passed unanimously.

### **Compact Shelving**

Mrs. Ames reported the Clarke County Library has until mid-September to have the compact shelving moved out of their contractor's way. Sara Carter and Ann Davis, representing the Friends, will ask Mike Cash to meet with the Clarke County superintendent while the units are disassembled. Gene Lurwig will provide a truck for moving the units, while Alan will handle getting the units unloaded.

### **Sign**

Mrs. Ames reported the insurance company has valued the damaged sign at \$4,000 and a check has been deposited in Madison County's gift account. A decision is not needed at this time on what type of sign we want, but can be made at a later date.

Mrs. Ames gave Mike an addendum to the contract with the new figures approved today by the board of trustees.

Travis invited those present to attend his monthly site visit following the meeting.

The meeting was adjourned.

Trustee Name	Contact Information	Address	Induction Date
Mike Moak - Chairman	Cell – 706-540-7326	131 Bridlewood Trail	Q2-2007
Regional Director	Home – 706 548 47879	Hull, GA 30646	
	e-mail - amm9350@bellsouth.net		
George Nale	Home – (706) 789-3997	505 W Minish Lake Road	Q2-2006
Regional Director - Pres		Commerce, GA 30530	
	georgenale505@windstream.net		
Otelier Byrd	Home – (706) 789-2495	27 Banks Drive	Q2-2007
	Cell – (706)202-7910	Danielsville, GA 30633	
	bunkin@windstream.net		
Karen Harrison	Home - (706) 549-0241	150 Martin Griffeth Road	Q2-2009
Regional Director		Hull, GA 30646	
	karenhharrison@bellsouth.net		
Pat Herndon	Home – (706) 245-5122	529 Cheek Pulliam Road	Q2-2010
		Royston, GA 30662	
	Hj750@bellsouth.net		
Victor Johnson	Work – (706) 795-2184	1785 Fred Goss Rd.	Q3-2010
	Home (706) 795-5281	Danielsville, GA 30633	
	victor@glflawyers.com		
Gene Lurwig	Home – (706) 795-5564	455 Stagecoach Way	Q3-2010
		Danielsville, GA 30633	
	genejoanlocomotives@windstream.net		
Ramona Booth	Cell – (706) 207-3283	539 Martin Griffeth Rd	Q3-2011
	Home – (706) 543-0204	Hull, GA 30646	
	boothramona@yahoo.com		
Calvin Ward	Home/Work	408 Stagecoach Way	Q3-2011
	(706) 795-5311	Danielsville, GA 30633	
	caljunward@windstream.net		



Madison County Library Board of Trustees

approved 1/12/12  
(w/ noted change)

October 13, 2011

Present: Kathryn Ames, Donna Brumby, Otelyer Byrd, Ramona Booth, Pat Herndon, George Nale, Gene Lurwig, Suzanne DeGrasse, Victor Johnson.

Not present: Mike Moak, Calvin Ward and Karen Harrison

The meeting was called to order at 4:30 and was presided over by George Nale.

The minutes of July 14 were read. A motion was made to approve them, with spelling changes, by Ramona Booth, seconded by Otelyer Byrd.

Chairman

Mike Moak was absent. George Nale discussed a NonProfit Board Seminar that was worth attending. Victor Johnson had attended this seminar in the past, where funding and legal aspects of board membership were discussed.

Branch manager

(attached)

Regional Director

We are currently at 75% of the year and the budget corresponds. The fund equity is good and we did receive a USDA grant of \$50,000 for additional computers. The federal government has yet to release the Community Development funds, which is where this grant is drawn from.

The materials budget has been cut to \$ per capita but there is a possibility of the funding being restored. The funding cut highlights the immense value of the Friends of the Library as the contributions they make, such as the \$25,000 the Friends of the Oconee County Library recently raised, help soften the budget blows.

Ms. Ames exhorted the board to contact their legislators to restore materials funding and to add Royston back to the construction budget.

Representative Alan Powell was mentioned as an excellent advocate for libraries.

The five roles of trustees, Planning, Finances, Personnel, Policy and Advocacy, were touched on, with an emphasis on Advocacy.

Construction is about a month behind schedule. The grand reopening is scheduled for April 2012. The replacement of the marquee was discussed. Chairman Moak had asked for samples of possible replacements and those were presented by the branch manager. Ms. Ames stated that there were already funds and a design for the marquee in the architects plan but there was a possibility that the board's design ideas could be incorporated. The original marquee was paid for by the Friends of the Library and was damaged in an auto accident. The library received \$4000 in insurance funds.

Friends of the Library

The Friends met with Mike Cash who will be moving and installing the mobile shelving units being transferred from Athens. The Friends will receive 4 mobile shelf units measuring 8 by 12 feet and one fixed shelf unit measuring 12 by 12 feet. Mike Cash will also build new tracks for the mobile shelves, with a total cost of \$6200. The move will happen in early January.

Building and Grounds

Field Report 6 was distributed and it was noted that Phase 1 of construction is almost over. The fire line, a dedicated water supply to the building solely for the sprinkler system, is ready to install.

Finance and Personnel

No report

The ribbon cutting has been rescheduled for April, due to the change in construction schedule. The Special Projects committee will work on a guest list.

The bronze dedication plaques were discussed- both the current and the proposed- and Travis Rhodes of Ponder & Ponder will be contacted regarding this matter.

The next meeting will be January 12, 2012 at 4:30.